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A Guide to MoDOT Kansas City District Transportation Enhancements

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A Guide to MoDOT Kansas City District Transportation Enhancements

Missouri Department of Transportation
August 2012

Congress created the Transportation Enhancement Program in 1991. The program required each state to reserve 10 percent of its Federal Surface Transportation Program funds annually for designated Transportation Enhancement activities to ensure transportation spending supports more than just roads.

Transportation Enhancement funds are available to develop a variety of project types, that are located in both rural and urban communities. The projects help create more travel choices by providing funding to construct sidewalks, bike lanes and to convert abandoned railroad rights of way to trails. Communities may also use the Transportation Enhancement Program to revitalize local regional economies by restoring historic buildings, renovating streetscapes or providing visitor centers.

This guide will help an applicant through the application process for MoDOT Kansas City District Transportation Enhancement Projects. It provides tips for meeting state and federal requirements, and explains how a project progresses from start to finish.

Transportation Enhancement Activities

There are 12 possible Transportation Enhancement activities, which have been grouped into three categories by common characteristics. The following list of Enhancement activities includes examples of each type of project. This list of projects is not comprehensive, but offers examples of how Transportation Enhancement funding can be used. Although the federal government provides guidance and ensures compliance, states are responsible for selecting their own enhancement projects. To discuss specific eligibility guidelines, contact the local coordinator for the applicant's area identified on pages 22, and 23 of this document or view www.enhancements.org on the Internet.

Bicycle and Pedestrian Group

Pedestrian and Bicycle Facilities: This category provides funding for new or reconstructed sidewalks, walkways, curb ramps, bike-lane striping, wide paved shoulders, bike parking, bus racks, off-road trails, bike and pedestrian bridges and underpasses.

City of St. James Hiking and Biking Path
City of St. James

The city of St. James Path consists of 10,520 feet of bicycle and pedestrian path, 5,055 feet of new curb and 75 curb ramps. This project allows bicyclists and pedestrian's access to commonly used community facilities. Bicycle and pedestrian facilities must adhere to the American Association of State Highway and Transportation Officials (AASHTO) standards unless a design variance is granted.

Pedestrian and Bicycle Safety and Education Activities: These programs are designed to encourage walking and bicycling by providing education and safety instruction to potential users through classes, pamphlets, law enforcement and signage.

Missouri River Bridge
MoDOT
Jefferson City

Providing Share the Road signs is an example of a project that can be funded under this category. This project provided Share the Road signs, bike-safe grates and roadway striping for a bike lane on the Missouri River Bridge in Jefferson City.

Conversion of Abandoned Railway Corridors to Trails: This category provides funding for acquiring railroad rights-of-way; planning, designing and constructing multi-use trails; and developing rail-with-trail projects.

Urban Trail Corridor – Phase 7
City of St. Joseph

The St. Joseph Urban Trail is located on the historic Chicago and Rock Island Railroad corridor, connecting 9.2 miles of the St. Joseph Parkway System. This project converted the unutilized railway corridor to a bicycle and pedestrian facility that provides an east-west link to existing trails and sidewalks within the city of St. Joseph.

Scenic and Natural Resources Group

Scenic or Historic Highway Programs Including Tourist and Welcome Centers: This category provides funding for the construction of turnouts, overlooks, visitor centers, viewing areas and designation signs and markers.

Lewis and Clark Historical Marker Signs
MoDOT statewide project
Charleston

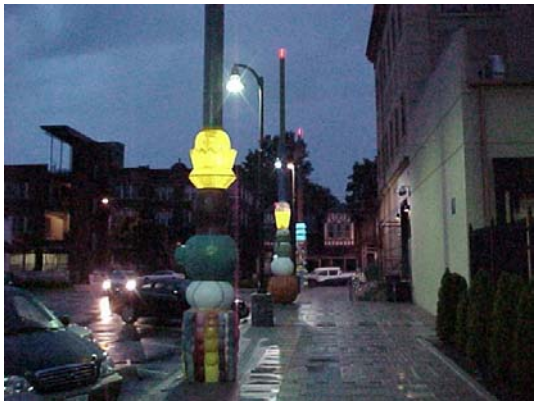
The Lewis and Clark Historical Marker signs project provided signs commemorating the bicentennial of the Lewis and Clark Expedition.

Acquisition of Scenic or Historic Easements and Sites: This category provides funding for acquiring scenic land easements, vistas and landscapes, purchasing buildings in historic districts or historic properties and preserving farmland.

Acquisition of the Rice-Tremonti House
City of Raytown

The Rice-Tremonti House property is located along the historic routes of the Santa Fe, Oregon and California trails. It is located in the city of Raytown at the intersection of 66th Street and Blue Ridge Cutoff (Old Santa Fe Road). This project acquired, preserved and provided public access to a 3.6-acre historic site and associated buildings, located on the primary route of these three nationally significant historic trails. This project made an historic site available to the public in perpetuity. The city permanently owns, maintains and operates the property as a public park.

Landscaping and Scenic Beautification: This category provides funding for improvements such as street furniture, lighting and public art, and landscaping along streets, historic highways, trails, interstates, waterfronts and gateways.



Delmar Community Pathway
City of St. Louis

The project consists of seven icon poles that include a series of art elements. Four of the poles contain recognizable images from the Delmar Loop rendered in glazed ceramic. The other three poles consist of ceramic cylinders with geometric patterns. On top of each ceramic stack is a light shade made of translucent fiberglass that conceals a 120-volt light.

Control and Removal of Outdoor Advertising: This category provides funding for billboard inventories or removal of illegal and nonconforming billboards.

Billboard Baseline Inventory
MoDOT
Jefferson City

The project provided the equipment needed to create a billboard baseline inventory. The inventory will be updated periodically, and will be used to control outdoor advertising.

Environmental Mitigation of Runoff Pollution and Provision of Wildlife Connectivity: This category provides funding for runoff pollution studies, soil erosion controls, detention and sediment basins, river clean-ups and wildlife crossings.

Upper Jordan Creek Greenway
City of Springfield

The Upper Jordan Creek Greenway Project develops land purchased by the city of Springfield for stormwater improvements. This project makes improvements to the water collection facility in order to help prevent erosion and pollution in the creek. It includes the naturalization of the current concreted channel and the upgrading of four box culverts. It also includes 5,000 feet of asphalt trail for bicycles and pedestrians. This project connects two parks, neighborhoods, schools, colleges and businesses. It also creates a link under Chestnut Expressway and to the downtown Jordan Valley Park area.

Historic and Archeological Group

Historic Preservation: This category provides funding for preservation of buildings and facades in historic districts, restoration and reuse of historic buildings for transportation-related purposes and pedestrian access improvements to historic sites and buildings.

Hannibal Mark Twain Area
Restoration Project
City of Hannibal

The Hannibal Mark Twain Area Restoration Project provides historic lighting on approximately seven blocks of Broadway Street in Hannibal. This project is part of the Hannibal Mississippi River Front Master Plan adopted by the city of Hannibal in May 1995.

Rehabilitation and Operation of Historic Transportation Buildings, Structures or Facilities: This category supports the restoration of railroad depots, bus stations and lighthouses and the rehabilitation of rail trestles, tunnels and bridges.

Restoration of the Old Appleton Bridge
Village of Old Appleton

The Village of Old Appleton Pedestrian and Bicycle Bridge Project restores this bridge constructed in 1879 by H. W. Sebastian and Company of St. Louis. A record flood washed the bridge off its piers and over the milldam in 1982. This project restores and remounts the bridge on higher pilings and makes the crossing accessible to bicyclists, pedestrians and equestrians. This project will improve the safety of the Lower Mississippi Delta Trail.

Archaeological Planning and Research: This category helps fund research, preservation planning and interpretation; developing interpretive signs, exhibits and guides; and inventories and surveys.

Although Missouri has not funded a project in this category, possible projects could include archeological investigations providing historical insight into the development and evolution of the early transportation networks in the United States.

Project Eligibility Requirements

To sponsor a Transportation Enhancement project, an applicant must follow the state and federal rules for using federal funds. The state and federal guidelines for these projects can be found in the Local Public Agency Manual and the Code of Federal Regulations, respectively. A Transportation Enhancement project must adhere to the following guidelines. Local committees can apply tighter guidelines at their discretion. Please contact the appropriate district staff listed on page 13 of this guide for more information.

- Meet at least one of the 12 Transportation Enhancement activities
- Have a direct relationship to an intermodal transportation system in terms of function, proximity or impact
- Involve activities that are over and above normal transportation practice
- Provide public access for at least 25 years
  The property must be either owned by the project sponsor or involve a permanent lease
- Have a project maintenance plan for at least 25 years
- Be sponsored by a local government or public agency
  If the applicant is a state or federal agency, then the applicant must include a resolution from the local governing councils or commissions supporting the project
- Meet the minimum project size of $25,000 in federal funding for enhancement projects
- Provide a local match of at least 20 percent of the total project cost or the minimum required by your local committee
- The minimum total project cost is $31,250. This includes the $25,000 in federal funds and $6250 in local match, assuming that a 20 percent match is required
- Meet any requirement established by local committee for maximum project funding
- Be governed by the Local Public Agency Manual, and other design guidance adopted by the local committees

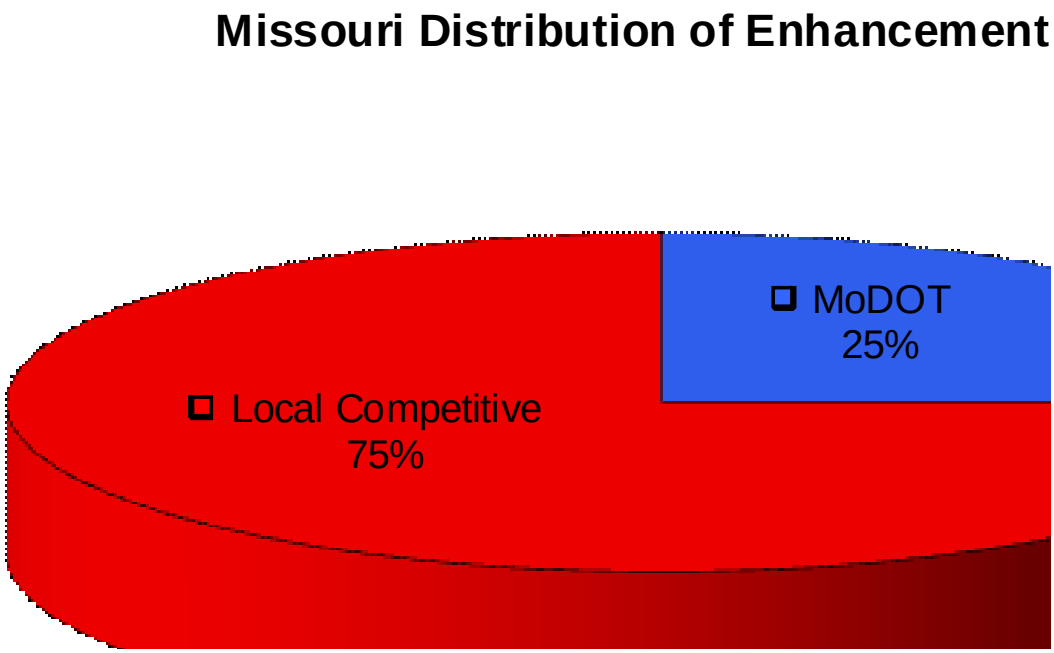
Important Information for Applicant

Project sponsors should keep in mind the following**:**

- This program **reimburses** the project sponsor for costs incurred. It does not provide money up front.
- Project sponsors must have a qualified person of responsible charge that administers the project. Qualification of sponsor personnel can be obtained by attending a 4-hour LPA Basic Training course provided by MoDOT.
- A very large or expensive project may be split into phases. Each phase must be applied for and approved individually.
- The funds allocated to a project are fixed. The project sponsor must pay all costs incurred in excess the funding allocated to the project. Therefore, it is important to develop a good estimate for the project application.
- All projects will go through a competitive bid process for construction.
- Consultants that complete the project application for **free** are not eligible for the design or inspection of the project. Consultants must be paid at a fair market value for all preliminary work to complete the application to be eligible for the next phase of the project.

Project Selection

To encourage public involvement in transportation planning, there is a competitive selection process for Transportation Enhancement funds distributed to Local Public Agencies.



Twenty five percent of the allocation will be provided to MoDOT. These funds will focus on MoDOT's ADA Transition Plan, with the provision that other high priority statewide significant projects could be funded as necessary.

The remaining 75 percent of the funds are distributed to the Transportation Management Areas (TMA) and MoDOT districts based on relative population. TMAs are metropolitan planning organizations for areas with a population greater than 200,000. Each TMA has developed its own process for project selection. Currently, Missouri has three TMAs (EWGCOG – St. Louis area, MARC – Kansas City area, and OTO – Springfield area). Outside the TMAs, each MoDOT district will identify a local selection committee.

Funding Distribution

Selection Process	% Population	FY2012 & FY2013
MoDOT (25%)		**$10.000 Million**
Local (75%)		**$30.000 Million**
St. Louis (EWGCOG)	34.68%	$10.404 Million
Kansas City (MARC)	17.78%	$5.334 Million
Springfield (OTO)	4.62%	$1.386 Million
NW District	4.92%	$1.476 Million
NE District	4.84%	$1.452 Million
KC District	3.00%	$0.900 Million
CD District	10.39%	$3.117 Million
SW District	9.93%	$2.979 Million
SE District	9.84%	$2.952 Million
Total	**100.00%**	**$40.000 Million**

The population data used in the distribution of funding is based on the 2000 census. The next revision to the population data will come from the 2010 census for FY 2014 funding.

The local application process steps are as follows:

1. Solicit for project applications. MoDOT KC district rural area (Ray, Lafayette, Johnson, Saline, and Pettis Counties) will have a different application than the MoDOT urban (MARC area which includes Cass, Clay, Jackson, and Platte Counties).

2. Applications will be reviewed and rated by the appropriate selection committee. Funding will be applied to the projects selected by the committee. In the event the project cost exceeds the available funding the applicant will have the option to (1) fund the unfunded amount, (2) reduce scope or 3) remove the project from consideration.

   The local committee membership will be diverse. It must consist of at least five members. The local committee may include representatives from Regional Planning Commissions, Counties, Metropolitan Planning Organizations (MPO), historic preservation advocate, bicycling advocate, pedestrian advocate, water quality advocate, architectural landscaping advocate, Department of Natural Resources, Missouri Department of Conservation, and Federal Highway Administration.

3. MoDOT staff will notify the applicant of the committee's decision.

Reasonable Progress Requirement

There is a reasonable progress policy for 2012 Transportation Enhancement projects administered by MoDOT. This policy has two objectives: (1) ensure that federal funds will be programmed for a project within one year of the funds being allocated by MoDOT; and (2) ensure that once a project is programmed it will be built or implemented. These two objectives will allow the state and its citizens to get the maximum benefit from its federal Transportation Enhancement funds. Transportation

Management Areas (TMA) with a Reasonable Progress Policy in place will be exempt from MoDOT's Reasonable Progress Policy. The Reasonable Progress Policy is a general policy which addresses several pass-through federal funding programs. Contact the appropriate MoDOT staff on page 13 for clarification.

MoDOT AND MARC REASONABLE PROGRESS POLICY

MoDOT Reasonable Progress policy applies to projects in Ray, Lafayette, Johnson, Saline, and Pettis counties and is as follows.

This is a modified reasonable progress policy for the fiscal year 2012 & 2013 transportation enhancement projects to ensure the State of Missouri is getting the maximum benefit of its federal transportation funds. The policy has two objectives: (1) ensure that federal funds will be programmed for a project within six months of the funds being allocated by MoDOT; (2) ensure that once a project is programmed, it will awarded by the 2014 construction season.

The time frames shown represent maximum expected times for implementation approvals and concurrences; schedules will vary depending on project type. Actual progress towards implementation will be measured against the schedule submitted by the entity.

Project Development/Implementation Schedule:

	Phase	Maximum Time Frame	Funds Obligated
1.	Allocation of Funds	0 Months	No
2.	Project Programming [1]	1 Months	No
3.	Engineering Services Contract Approval [2]	4 Months	Yes
4.	Preliminary & Right of Way Plans Submittal	8 Months	No
5.	Plans, Specifications & Estimate (PS & E) Submittal	12 Months	No
6.	Plans, Specifications & Estimate (PS & E) Approval	14 Months	Yes
7.	Construction Contract Award	16 Months	Modified
8.	Final Project Closeout [3]	Variable	Modified (as needed)

[1] The completion of the Project Programming phase is defined by submitting the approved project's programming data form to MoDOT and the project receiving a federal project number from MoDOT.

[2] The evaluation of environmental and cultural impacts on the project must begin immediately after Preliminary Engineering (PE) authorization. The LPA must submit Fig. 136.6.4 LPA Request for Environmental Review (RER) to the MoDOT district contact within 60 days of preliminary engineering (PE) authorization for all federal-aid projects as discussed in EPG 136.6 Environmental and Cultural Requirements.

[3] The time lapse between construction contract award and project closeout will depend on project type. Final certifications as discussed in EPG 136.11 Local Public Agency Construction must be submitted to the appropriate MoDOT district representative 60 days after final inspection.

MPOs or TMAs, like MARC, with a Reasonable Progress Policy in place will be exempt from MoDOT's Reasonable Progress Policy. However, the MPOs or TMAs federal fiscal year ending balance will not be allowed to exceed a total of three years of allocation for that MPO or TMA. Any funds over the three-

year allocation will be reprogrammed in the MPO or TMA area at the discretion of MoDOT and the MPO or TMA.

MARC Reasonable Progress policy **a**pplies to projects in Cass, Clay, Jackson and Platte counties and can be found at the following link.

http://www.marc.org/transportation/Enhancements/TE_Reasonable_Progress_Policy.pdf

Verification of Reasonable Progress

For all federal-aid funds, "reasonable progress" shall have been made if a project has been programmed within one year of funding allocation. Verifiable steps toward achieving reasonable progress shall include submittal of all required documents to the appropriate MoDOT district office, entering into an Engineering Services Contract (if retaining outside engineering services) and initiation of the development of preliminary plans.

The development of right of way, utility and railroad plans, if required, should be concurrent with preliminary plan development. The authorization to proceed with right of way negotiations should begin once MoDOT approves right of way plans. The award of the construction contract should occur no later than six months after the plans, specifications and estimate approval.

Policy Enforcement

If a project falls three months behind schedule at any point in its development, without a written explanation provided by the LPA and approved by MoDOT, the LPA and/or MPO will be contacted by MoDOT requesting information as to the cause of the delays. A letter will notify the LPA of the schedule lapse and the possible implications of further delays. The LPA and/or MPO will be required to reply in writing within 30 days of the letter date as to the project status and provide a revised timeline for the project. The LPA will be allowed to reschedule a project one time after MoDOT has programmed a project. Any shifts in subsequent phases of a project caused by that rescheduling (if identified at the time of the rescheduling) will not be considered a separate change.

If a project falls three months behind the Project Development/Implementation Schedule at any phase, MoDOT will notify the LPA and/or MPO of the schedule lapse by letter. The notification will serve as a final notice, giving the LPA an opportunity to respond to the situation before MoDOT takes action. Information about the project will be submitted to MoDOT within 30 days of the letter date. The information will include:

1. Project status,
2. Current phase of project implementation, and
3. Funds obligated and spent on the project.

Actions taken by MoDOT may include removal of the project, which, per federal requirements, would require the LPA to repay any federal funds spent on the project. The MPO and MoDOT will make the ultimate decision regarding the disposition of each project.

It is not the responsibility of MoDOT to keep the LPA informed as to the status of the project. The LPA will keep MoDOT informed as to any delays and/or unforeseen conditions that may hinder the project's progress. Failure to provide the required documentation will cause the project to be withdrawn and the funds redistributed at the discretion of MoDOT or the MPO. Federal regulations require the LPA to repay

any federal funds spent on a cancelled project. The LPA would be required to repay these funds prior to the programming of any future projects. In addition, LPAs failing to fulfill the obligations as stated in the contract agreement or showing reasonable progress for any project will not be allowed to request future project funds for a minimum period of one year, and then only with the approval of MoDOT.

MoDOT Contact Information

KC District
Jackie White
600 Northeast Colburn Road
Lee's Summit, MO 64086
(816) 607-2255

KC District
Rich Shipley
600 Northeast Colburn Road
Lee's Summit, MO 64086
(816) 607-2228

Central Office
MoDOT-Design Division
Kenny Voss/Jeff Cremer
P.O. Box 270
Jefferson City, MO 65102
(573) 526-2924 / (573) 526-2440

Mid America Regional Council Contact Info.

Kansas City (Cass, Clay, Jackson, Platte)
Aaron Bartlett
Mid-America Regional Council
300 Rivergate Center, 600 Broadway
Kansas City, MO 64105
(816) 701-8238
abartlett@marc.org

KC Rural TE Application Instructions

The KC rural TE application, application deadline information and corresponding guidance are available from the MoDOT district office website at http://www.modot.mo.gov/kansascity/major_projects/Local_Planning_Agency.htm and the MoDOT website. The KC rural area includes agencies within Ray, Lafayette, Johnson, Pettis and Saline Counties. **Mailed applications must be postmarked by close of business on the designated application deadline day.**

- KC Rural TE applications must be typed. Applications can be found on the MoDOT website at http://www.modot.mo.gov/business/lpa/index.htm in electronic format.
- KC Rural TE project applications are to be stapled in the upper left hand corner. Do not use covers, binders, tabs, or any other device.

Agencies in Jackson, Cass, Clay and Platte Counties will need to submit a different application to the Mid America Regional Council (MARC) TE committee and be recommended for funding by the MARC TE committee. (MARC and MoDOT district contact information is located on page 13). MARC TE Applications can be found on the MARC website at http://www.marc.org/transportation/committees/moenhancement.htm.

Tips for successful applications --

- Have a realistic completion plan
- Plan for cost increases and inflation
- Plan for long-term maintenance
- Check and double-check application for completeness and accuracy
- Be creative
- Provide photographs of the proposed project location
- Determine if the project complies or conflicts with MoDOT's Long-Range Transportation Plan and Statewide Transportation Improvement Program, and any Local or Regional Long Range Plan or Transportation Implementation Program
- Review all of the scoring procedures, and answer all questions

The KC Rural District TE Application Step by Step

The following section provides an explanation and/or instructions for each question on the application. The application is a separate document.

A) Project Sponsor Information

Please identify the agency or governmental organization that will be responsible for incurring costs and completing the project. If funding is awarded, the contact person will become the primary contact. The contact person is expected to be aware of all rules and regulations for the program, and serve as MoDOT's primary source for project information.

B) Basic Project Information

This information is used to track each project. The project must be available for public use for at least 25 years. Please indicate if a fee will be charged for public access to the project, and if so, how much that fee will be. If a fee is charged, describe how the funds raised from the fee will be used.

C) Project Location Information

1) The project location should be accompanied by a map no larger than 8 ½ inches by 11 inches in size. The location information may include a legal description of the land on which the project will take place.

2) If the project is a part of a previous transportation enhancement project, indicate the project number. If right of way acquisition is required for this project, the applicant must comply with the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs (49 CFR Part 24) www.gpoaccess.gov/cfr/index.html. If the project is to be located on MoDOT right of way, the applicant will need to verify the exact project location with MoDOT. The available right of way will vary from urban to rural areas. Any activity that takes place within the MoDOT right of way requires permission from the appropriate district office. A letter of concurrence from MoDOT must be included with the application.

D) Transportation Enhancement Categories by Group

Choose the applicable enhancement categories that best describe the project. Example project types can be found on page 1 of this guide. Check all applicable categories. The categories have been combined into three groups to help facilitate the selection process within each district. Multiple groups are permitted.

E) Project Description

The project description provides a concise overview of the proposal. Describe the overall concept of the project. Include major components such as width, length and material types. Other items to note include creative or innovative designs, safety features, maintenance standards or unique features. **All applicants are required by law to comply with the Americans with Disabilities Act (ADA) of 1990.** Applicant must refer to the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for complete details on making the project accessible (if applicable). The applicant is required to also follow any state and local accessibility codes. Drawings no larger than 8 ½ inches by 11 inches may be attached. All projects funded through the Transportation Enhancements Program must have a link to the surface transportation system – highways and roads, railroads and bicycle or pedestrian facilities.

Surface transportation includes transport by both land and water. Transport by water encompasses features such as canals, lighthouses and docks or piers connecting to ferry operations.

A project must have a strong link to surface transportation in order to adequately compete for this funding. The relationship that the project has to surface transportation may be a combination of function, proximity and/or impact.

- Function – The project will serve as a functional part of the transportation system, for example the construction of bicycle and pedestrian facilities.
- Proximity – The project is located within the immediate vicinity of the transportation system, and may be visible to the general public, such as the acquisition of scenic easements or landscaping. Proximity alone is not enough to establish the relationship to surface transportation. For example, a hotel located adjacent to a state highway would not automatically be eligible to receive enhancement funds just because it is located within the view of the highway.
- Impact – The project has a physical impact on the transportation system, such as retrofitting an existing highway by creating a wetland to filter runoff from the highway. In this example, the enhancement funds would be used to mitigate the pollution from the runoff. Projects with this type of transportation relationship are usually associated with ongoing or planned highway projects.

F) General Cost Estimate

In the cost estimate section of the application, several categories have been set up in which to enter information pertaining to the project. Most project costs will fall into these categories.

Try to break down the project costs into the specific cost categories. For example, "$80,000 for landscaping" without stating how much is for materials, labor or equipment is not acceptable. If information submitted in a proposal is unclear, the application may not be scored correctly.

Break down the costs for each category in the appropriate columns according to who will pay for that portion – either the federal share (to be reimbursed) or the sponsor (as non-federal match)

	Federal Share Request	**Non-Federal Match**	**Total**
Trail Materials	$20,000	$ 5,000	**$30,000**
Labor	$10,000	$10,000	**$20,000**
	$30,000	**$15,000**	**$50,000**

Design and preliminary engineering costs are allowable for non MARC area projects. However, they are limited to no more than 10 percent of the utility relocation, materials, labor and construction costs. Construction engineering costs are allowable for construction costs only and are limited to no more than 15 percent of the utility relocation, materials, labor and construction costs.

Attach one additional sheet that details the costs. Remember the transportation enhancement funding is a reimbursement program, so the applicant must have funding available for the non-federal match and the federal share. Be sure to indicate the specific source(s) for the applicant's non-federal match. Non-federal match may come from private fund donations and city or county funds. Describe any additional funds that will be used if the project cost exceeds those estimated

in the general cost-estimate. The person who prepared the cost-estimate must sign in the space provided at the bottom of the page.

G) Safety, Environmental and Traffic Impacts

Describe the impact and effectiveness of the project, whether social, environmental, economic or otherwise. Effective projects may affect diverse user groups, be visible to the general public or raise the significance of the project location. If the project demonstrates the best way of meeting a need, it is also an effective project. Applicants are strongly encouraged to provide benefits that include safety improvements, reduction of air pollution that improves air quality and reduction of current traffic volumes and congestion.

H) Quality of Life of the Community

The quality and feasibility of the project is a vital factor in its success. Describe how the project will complement existing facilities or future plans for the local area. Be sure to describe the context-sensitive solutions that make the project stand-alone. The project may provide connections between residential areas and parks, schools or industrial areas. It may link more than one mode of transportation. These are valuable social impacts. If the project boosts the local economy due to an increase in tourism, the applicant has created a positive economic impact.

I) Relationship to Surface Transportation

The questions asked in this section correspond to each of the Enhancement Groups shown in Part D of this application. If the project includes categories from more than one group, the applicant must answer the Enhancement Group questions that pertain to the project. For example, a project may acquire a scenic easement along a state highway and accommodate bicycles/pedestrians on that highway by adding shoulders. The project would fulfill the enhancement categories of transportation facilities for pedestrians and bicycles and acquisition of scenic easements and scenic or historic sites. The scenic easement qualifies under the Scenic and Natural Resources Group, while the improved highway shoulders would fall under the Trails and Bicycle Group. In this case, the sponsor must address questions one and two below.

1) Bicycle and Pedestrian Group – Addressing Transportation Needs

Identify the transportation need(s) addressed by the applicant's project. Examples of transportation needs include, but are not limited to, filling network gaps, accommodating the appropriate level of transportation use, providing access to specific destinations, eliminating transportation barriers and providing a viable alternative to motorized travel. Describe how the project will meet the need(s) identified by the applicant.

2) Scenic and Natural Resources Group – Intrinsic Qualities

Identify the qualities the applicant's project will create, enhance, protect, repair, revitalize or reestablish and describe how the project will facilitate this outcome. The qualities may be scenic, historic or environmental in nature. The qualities may also be pre-existing or something that the project will create.

3) Historic and Archaeological Group – Public Accessibility and Awareness

Describe how the applicant's project will enhance awareness and public accessibility to an important cultural resource. Be sure to identify the project's target audience. Examples of enhancing awareness and accessibility include, but are not limited to, incorporating interpretive materials, raising the significance of an existing site or facility and complementing existing plans or projects in the area.

J) Long-Range Plan

In addition to having a master plan for the project, the applicant should ensure that the project can be implemented as part of the city, county or organization's long-range plan. Also, by including the project in existing planning documents, important stakeholders will become familiar with and aware of the project, and the general public will be assured the plan is legitimate.

Projects incorporated into such plans may provide important links in the transportation system of the area or region. This, in turn, can provide some additional funding sources. All projects must be consistent with statewide and applicable metropolitan long-range transportation plans and must also be included in MoDOT's Statewide Transportation Improvement Program or the applicable metropolitan Transportation Improvement Program.

K) Partnerships and Public Involvement

Describe any partnerships that will be formed during or as a result of the applicant's project. The relationship may be between the applicant and private businesses, other governmental entities or state and federal agencies. Also indicate the role of each active partner. Examples of active partner roles include, but are not limited to, dedicated volunteer participation during or after the project, an outside source of dedicated long-term funding for the upkeep of the project or the creation of new groups or organizations that will be formed as a result of the project. Any supporting documentation should be attached to the application. Also describe any previous or planned public involvement activities. Describe any opposition the project may encounter, and what steps the sponsor will take to address that opposition.

L) Long-Term Maintenance

All Transportation Enhancement Program projects must be maintained and open to the public for at least 25 years. There are many options to consider when determining who will manage and maintain the completed project. If the submitting organization has the available funding and commitments to meet this requirement, including the project in a long-term plan is highly recommended. Management and maintenance may be as simple as having one organization take complete responsibility. However, for projects that include numerous cities, counties or regions, this is not always possible. If more than one governmental entity will be responsible for maintenance activities, a letter of commitment must be attached to the application.

Ultimately, MoDOT will hold the local government sponsor responsible for assuring proper maintenance of the project. Failure to do so may result in the removal of the applicant's project and possibly require the repayment of funds. MoDOT will not be responsible for maintaining the applicant's project unless prior written consent has been obtained from MoDOT. Transportation enhancement funds are not permitted for regular maintenance activities.

Complete the table in the application outlining the specific maintenance requirements of the applicant's project. Below is an example.

Maintenance Task	Task Cost	Frequency	Annual Cost
1. Sweep trail	$ 300	Monthly, May-Oct.	$ 1,800
2. Mow grounds	$ 550	Weekly, May-Oct.	$13,200
3. Empty trash containers	$ 100	Twice weekly	$ 5,200
4. Tree trimming	$ 450	Once per year	$ 450
5. Plant native species	$2,000	Once per year	$ 2,000
TOTAL ANNUAL MAINTENANCE COST →			$22,650

M) Past Experience

Briefly describe past transportation enhancement projects the applicant may have completed. Describe who did the design and implementation for the applicant's previous projects.

N) Environmental and Cultural Resource Consideration

It is the project sponsor's responsibility to be aware of all necessary permits and clearances required prior to project approval. While the project is in the planning stage, make an assessment of potential negative impacts the project may have to the area. Although the applicant may not start the permit/clearance process until after receiving approval to begin design, there are preventative and/or corrective measures that can be taken to avoid negative environmental or cultural resource impacts to the project area.

For all "yes" boxes checked on the application form under this section, describe what steps applicant will take to avoid negatively impacting the applicant's project location. If the applicant answered "no" to all the questions under this section, describe other ways the applicant plans to mitigate the negative impacts at the project location.

Examples of preventative and corrective measures include, but are not limited to, rehabilitation of a disturbed area using native plant species, creation of wildlife food plots to minimize vehicle-caused wildlife mortality, stream bank stabilization (when connected in some way to surface transportation), controlled public access to certain sensitive environments, scheduled clean-ups throughout the project to prevent the spread of pollution or damage to the work area and providing for proper drainage to lessen the effects of erosion due to an increase in impermeable surfaces.

O) Application Clarity and Innovativeness

It is advisable to have professional external reviews of the project application for grammar, typographical and mathematical errors. A well-written application makes a statement and is an important step in the application process. A good application does not need to be lengthy. A clear, concise application will also reduce the potential for confusion.

Innovative techniques help move the project steadily towards implementation by streamlining the development process. The applicant may need to work with the appropriate MoDOT district prior to submitting the application to determine if applicant is eligible for any streamlining opportunities available at the state and federal level.

Examples of streamlining techniques include, but are not limited to, 1) having a significant number of partners in a project to the extent that it moves the project forward, rather than bogging it down; 2) the use of federal agency partners to provide the non-federal match to the applicant's project; 3) significant in-kind donations of materials, services and cash for the non-federal match; and 4) partnership with applicant's conservation corps programs. There is not a single definition for innovative projects, so an applicant should be creative and highlight any techniques that demonstrate creativity and innovation.

Transportation Enhancement Program Rating Sheet

Project Sponsor: _____

Project Title: _____

Date Submitted: _____

Transportation Planning
2217 St. Mary's Blvd., P.O.Box 270
Jefferson City, MO 65102-0270
1-888-ASK-MODOT

REQUIRED: Prior to Funding Consideration	**MET**
* Local match must be greater than or equal to 20%.	
* The project must be available to the public for at least 25 years.	
* There must be a direct relationship with surface transportation.	
* The local sponsor must be a government agency and is responsible for funding the project.	
* The project must meet one or more of the twelve enhancement categories.	

Scorers are responsible for reading the complete description of the criteria in the step-by-step directions.

CRITERIA: The Project...	**Points Scale**	**Points Maximum**	**Criteria Score**
D. Overlaps more than one of the 12 categories (1 point for two, 2 points for 3 or more).	0-2	2	
F. Cost estimate is detailed, complete, realistic and includes a minimum of 20% local match. (points for federal match percent: 0%-70% = 2 points...71%-79% = 1 point...80% = 0 points)	0-2	2	
G. Provides beneficial safety, enviornmental, or traffic impacts.	0-5	5	
H. Enhances the quality of life of the community. (connectivity, tourism, safe routes to school, building on existing efforts, etc.)	0-5	5	
I. Relationship to Surface Transportation. **1.** Provides for bicylce and/or pedestrian transportation needs. **2.** Provides scenic, natural or historic transportation enhancement. **3.** Provides for historic or archeological transportation enhancements.	0-6	6	
J. Fits well into existing local, regional or state long-range transportation plans.	0-5	5	
K. Public involvement and Partnerships. Project sponsor demonstrated public outreach and input.	0-4	4	
L. Clearly defines the role of the organization responsible for maintenance.	0-5	5	
M. Includes a description of the sponsoring agency's past experiences with transportation projects.	0-3	3	
N. Addresses any preventative measures that may be necessary to address negative environmental or cultural impacts.	0-3	3	
O. Demonstrates clarity and the use of new or innovative techniques.	0-4	4	

(44 possible)

Project Total Score: #REF!